

MARICOPA COUNTY JOB DESCRIPTION STANDARDS AND ASSESSMENT ADMINISTRATOR

MARKET RANGE TITLE: EDUCATION PROGRAM MANAGER

DEPARTMENT: EDUCATION SERVICE AGENCY

DIVISION/SECTION/UNIT: TEACHING AND LEARNING (LOW ORG 3750)

FLSA STATUS: EXEMPT

CLASSIFIED/UNCLASSIFIED: UNCLASSIFIED/CONTRACT

POSITION NUMBER: TBD

PURPOSE STATEMENT:

Provides leadership, management and implementation of curricular and assessment resources to provide integrated curricular, instructional, and assessment systems targeting identified standards for increased student achievement. Provides professional development support targeting identified needs for increased educator effectiveness. Responsible for the design, delivery, and alignment of curriculum and student assessment for all content areas supported by MCESA. Further, the administrator is responsible for developing the capacity of MCESA standards, assessment and instructional staff in the analysis and use of standards and assessments to improve achievement.

PRIMARY INDICATORS/DUTIES:

The Primary Indicators/Descriptors include, but are not limited to the following:

- 1.0 Provides leadership for the development and implementation of curricular resources and instructional training to improve teacher and leader content expertise and effective implementation of standards supporting systemic reform.
 - 1.1 Researches current content best practices, federal initiatives, and alliance opportunities.
 - 1.2 Coordinates with Arizona Department of Education and other state and federal government and non-profit entities to ensure cohesive alignment of MCESA standards and assessment resources and services.
 - 1.3 Provides leadership for regional support and services for implementation of AZ Content Standards.
 - 1.4 Establishes project management and internal/external communication systems to inform all stakeholders and ensure effective and efficient development of standards and assessment products and services.
 - 1.5 Establishes a curriculum advisory council of districts to participate in the development of selected curriculum content areas and the on-going two-way communication with all stakeholders.

- 1.6 Supervises the Curriculum Coordinator and maintains responsibility for the development of high quality, curriculum resources that align to AZ Content Standards.
- 1.7 Provides training and support to MCESA staff, curriculum committees, and other stakeholders in the technical aspects of curriculum development and coordination of assessment development and implementation efforts.
- 1.8 Supports principals and central office administrators in the development of professional development plans and progress monitoring assessment systems to support targeted standards in School Continuous Improvement Plans (CIP) based on student achievement data and educator effectiveness data.
- 1.9 Coordinates with Education Innovations Administrator to develop on-line and distance learning standards and assessment training opportunities.
- 1.10 Represents Maricopa County Education Service Agency to all State and County Coalitions designed to accomplish mutual goals and objectives that will further promulgate successful implementation of standards and assessments.
- 1.11 Collaborates with partner Agencies to secure funding to support goals and objectives for standards and assessment projects.
- 2.0 Provides leadership for the development and implementation of professional development training and support services to design and implement lesson and unit plans using backwards design, task analysis, problem-based learning, and performance assessments.
 - 2.1 Designs MCESA lesson and unit planning templates with on-line applications appropriate for teachers in multiple contexts.
 - 2.2 Develops trainer-of-trainer modules for lesson and unit design engaging students in correct level of difficulty for content standards, task analysis of content and skill continuum for grade bands to ensure inclusion of appropriate differentiation for student sub-populations, task analysis of performance assessment tasks for sequenced and logical instruction, and integration of content areas with global perspectives.
- 3.0 Develops/procures assessment items to design assessments for all nontested content areas for use as measures of academic progress in teacher evaluation systems and district or school program evaluation.
 - 3.1 Researches and recommends assessments developed by other organizations, consortiums, state or county entities, and/or for profit companies for alignment to identified County assessment needs, budget allowances for one-time and ongoing costs, and contracts/agreements.
 - 3.2 Provides leadership for developing an assessment advisory committee with representatives from each participating district as well as representatives from expert assessment developers, research and evaluation directors or university professors, and curricular design experts.
 - 3.3 Establishes a comprehensive plan for assessment systems in MCESA alliance districts.
 - 3.4 Assumes responsibility for the development and implementation of student assessment that informs teacher practice and promotes increased student achievement.

- 3.5 Coordinates with the Research and Evaluation Administrator to ensure all assessment items/assessments are field tested to demonstrate reliability.
- 3.6 Works collaboratively with the Research and Evaluation Administrator to develop meaningful student achievement, assessments, data collection, and analysis to effectively monitor individual and school growth in all content areas.
- 3.7 Supervises the Assessment Coordinator and ensures all assessment items/assessments are constructed with valid alignment to AZ Content Standards and all test blueprints are constructed with appropriate weighting of essential standards, sufficient number of items for reliability, and reasonable student completion time frames.
- 3.8 Coordinates with REIL field specialists to coordinate Alliance districts participation and feedback for MCESA assessments.
- 3.9 Coordinates with MCESA data team to refine assessment data system with links to curricular resources and upload assessment items complete with domain, sub-domain, and other standards identifying information, blueprints, answer keys, teacher and student instructions into assessment management system.
- 3.10 Develops non-secure assessment items for tested and non-tested areas for inclusion in MCESA assessment item bank and use by school-level professional learning community development of common assessments.

4.0 Design systemic approaches to ensure high quality first-time reading instruction and intervention solutions for struggling students.

- 4.1 Develop or procure K-3 reading assessments for progress monitoring and end-of year assessment of grade-level proficiency to ensure students are grade level proficient and ready for promotion to 4th grade.
- 4.2 Provide regional reading professional development workshops in the Big 5 components of reading for K-3 students.
- 4.3 Provide supervision to the Literacy Administrator for the development of training for targeted schools in school improvement or other MCESA alliance schools or districts in 4th -12th grade reading comprehension strategies and text structure skills development integrated with cross-curricular materials.

REPORTING STRUCTURE

A. Supervision Received:

Assistant Superintendent of Educational Innovation

B. Supervision Exercised:

- Curriculum Coordinator
- Assessment Coordinator
- Literacy Administrator

QUALIFICATIONS*

A. Minimum education and/or experience:

- Varied teaching experiences or curriculum development experience with multiple grade levels and content areas
- Arizona Principal or Supervisor Certification
- A Masters degree in Education

- Minimum of five (5) years administrative experience in curriculum and learning
- Extensive leadership experience in curriculum and assessment development, staff development, and school improvement
- Successful experience as an assistant principal or school principal

B. Other combinations of education, experience, or training that may be considered in substitution for the minimum requirements:

C. Preferred education and/or experience:

- Experience as a content instructional coach or specialist
- Experience supervising coordinated professional development efforts
- Experience with program evaluation and use of psychometric analyses
- Doctorate

D. Knowledge, Skills, and Abilities:

- Knowledge of research methods and techniques used in studying educational programs, including project planning, methodology, reporting, and processes.
- Strong practical and theoretical knowledge of school improvement, instructional pedagogy, curriculum, assessments, teacher and administrator professional development.
- Ability to plan, organize and facilitate the application, management, and administration of federal and state entitlements, grants, and other funds.
- Excellent interpersonal, leadership, and communication skills.
- Effective planning, organizational, and time management skills.
- The ability to work well under pressure in a multi-task environment.
- Ability to apply professional knowledge and administrative ability to the specific education project.
- Ability to reason logically and think independently and creatively on educational projects.
- Computer Literate: Microsoft Word, Excel, PowerPoint, Access, Outlook, Project and Internet Research.
- Knowledge of statutory law, case law, federal regulations and state regulations governing the operations of education service agencies in Arizona.

E. Specialized training, certifications, or other special requirements:

- AZ Principal Certification
- Fingerprint Clearance
- Driver's License

F. Preferred special requirements:

G. Special working conditions:

*Degrees/credits must be from an academically accredited college or university as recognized by the U.S. Department of Education (USDE) or the Council for Higher Education (CHEA).